

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SKILLED MAINTAINER  
CAPITOL REGION MENTAL HEALTH CENTER, PLANT OPERATIONS

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 500 VINE STREET, HARTFORD, CT  
**Job Posting No:** CR 26893  
**Hours:** MONDAY THROUGH FRIDAY; 1<sup>ST</sup> SHIFT; 8:00 AM TO 4:30 PM/40 HRS PER WEEK  
**Salary:** \$40,761.00 Annually  
**Posting Dates:** December 7, 2012 through December 16, 2012

**Duties may include but are not limited to:** In addition to trades tasks performed by lower level maintainers performs the following skilled tasks for a substantial amount of time (75%) as an assistant to a trades person: construction, maintenance and repair as a painter, plasterer, carpenter, electrician, mason, and plumber. Keeps records and prepares reports. May perform custodial functions as required. Cleaning of grounds, service areas and sidewalks (including snow and ice removal). Maintenance and installing of fencing. Maintaining necessary supplies and equipment. Submitting requisitions when needed. Performs related duties as required.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions.

**General Experience:** Two (2) years' experience in one or more trade areas.

**Substitution Allowed:** Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

**Special Requirement:** Incumbent must possess and retain a valid motor vehicle operator's license.

**Physical Requirement:** Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**Working Conditions:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

**PLEASE SEND APPLICATIONS TO: (Please choose only one)**

**Email :** [jellena.jones@ct.gov](mailto:jellena.jones@ct.gov) **OR** **Fax:** (860) 297-0931 **OR**

**Postal Mail:** Ramona Sablón, HR Director  
Capitol Region Mental Health Center, 500 Vine Street, Hartford, CT 06112

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (NP-2)